



# Fetzer Institute

## Position Announcement

### PROGRAM OFFICER

The Fetzer Institute announces openings for six program officers to assist in the development and implementation of project ideas, manage established projects, and participate in the execution of other strategies designed to further the Institute's vision and mission. Qualified applicants will possess a bachelor's degree and three years of experience in related work.

The Fetzer Institute is a private operating foundation with an endowment of approximately \$420 million that support its mission "to foster awareness of the power of love and forgiveness in the emerging global community." The Institute was founded by John E. Fetzer (1901–1991), a broadcast pioneer and owner of the Detroit Tigers, who was deeply influenced by many spiritual traditions and who held a keen interest in the relationship between the inner life of spirit and the outer life of service in the world.

The Institute comprises a board of trustees, a staff of 55, and 16 advisory councils that help shape its work. The Fetzer Advisory Councils represent diverse sectors of work: Design; Education; Information and Communications; Humanities; Arts; Law; Social Sciences; Non-Governmental Organizations; Governing; World Religions and Spiritualities; Natural Sciences; Engineering; Labor, Trades, and Crafts; Business; Health; and Sports, Physical Training, and Embodied Spiritual Practices.

The successful candidate will possess:

- A bachelor's degree and three years of experience or an equivalent combination of education and experience; an advanced degree is welcome as is experience in philanthropy and/or the fields in which the Institute is interested.
- Excellent conceptual, analytical, and critical thinking skills and the ability to absorb the broader meaning and context of the Institute's work in relation to its mission and the Institute's areas of interest
- Solid group facilitation skills
- Exceptional project management skills and experience
- Demonstrated ability to develop and manage project budgets
- Superb writing skills
- A strong sense of authenticity and integrity, a healthy sense of humor, respect for diversity, and high ethical standards
- Ability to work effectively in an organization that places a high value on relationships and working in a collaborative manner, with an orientation to listening and learning
- An interest and openness to the Institute's mission and vision

Key responsibilities of the program officer include:

- Assisting in the design of projects, including preparing background material, facilitating discussions, developing and managing budgets, and assisting in plans for overall design and evaluation
- Providing fiscal and administrative management for assigned projects, including on-going discussion with partners, and where appropriate, participation in project meetings and site visits
- Facilitating meetings and processes with groups made up of individuals from many different cultures

- Monitoring administrative and financial progress reports, seeing that all progress reports are completed in a timely fashion, reporting on findings to other staff and program partners, and reporting on the evaluation of the work and implications for future projects
- Participating in program area meetings and activities to assist in the overall administration of programs
- Helping to identify highlights and stories from funded projects for Fetzer dissemination purposes

For more information on our advisory council structure and recent work, go to [www.fetzer.org](http://www.fetzer.org).

The Fetzer Institute offers a competitive salary and excellent working environment. We encourage applications from people representing diverse backgrounds. Qualified candidates should e-mail (preferred method) or mail a letter of interest and résumé to:

[Job411@fetzer.org](mailto:Job411@fetzer.org)

(Please use "job411" in the subject line.)  
Human Resources  
Fetzer Institute  
9292 West KL Ave.  
Kalamazoo, MI 49009

Please note: If you applied for our recent program manager opening, you need not re-apply, as your application is already in consideration.

The Fetzer Institute is an Equal Opportunity Employer